




CONTINUING EDUCATION PROGRAM

REQUIRED COURSE FILE CONTENTS

Course documents must be kept on file when Continuing Education credit is issued and retained for a minimum of four (4) years.

- ☐ Program Overview
 - ☐ Title of Course
 - ☐ Target Audience
 - ☐ Description of Program (individual topics)
- ☐ CE hours - approved by CE Program Director
- ☐ Educational objectives (minimum 2 per topic)
- ☐ Agenda (if more than 1 topic and/or more than 4 hours)
- ☐ Instructor curriculum vitae (CV) and a copy of current license or certification
- ☐ Written and/or skills performance evaluation
- ☐ Original course evaluations or Evaluation Summary
- ☐ Attendance Record
- ☐ Advertisement (brochure, flyer, schedule)
- ☐ Copies of all program materials and handouts provided

NOTE:

-  May be filed in individual folders or notebooks.
-  Must be readily available when audits are conducted by the EMS Agency.
-  **Individual CE providers who do not maintain program records at a public site must deliver all documents to the EMS Agency upon request (i.e. records maintained at home office)**